

Greater Sullivan County All Hazards Region Committee
And other Pandemic Preparedness Sub Committee Meeting Minutes/Notes

Greater Sullivan County All Hazard Health Region: Med. Surge Meeting

Date: March 15, 2007, Tuesday, 9:30 AM

Place: Newport, 14 Main Street – 1st Floor Jury Assembly Rm.

Attendees:

NAME	AFFILIATION	CONTACT
Bent, Donald F	New London HO	dfbent@tds.net
Bussey, Elaine	Dir. CT Valley Home Care & Hospice	ebussey@vrh.org
Cunningham, Steve	Croydon HO	croydonhealth@hotmail.com
Gil de Rubio, Ed	Sullivan County Manager	ed@sullivancounty.gov
Hubbard, Jane	Hubbard Consulting LLC	jhubb_99@yahoo.com
Levengood, Bob	Wilmot Selectman/MD	blevengood@ispwest.com
Lockwood, Bonnie	McGrew Management	bonlockwood@yahoo.com
Lynch, Mary	SAU 6 RM/Cornish School	mllcornish@aol.com and mlylynch@cornish.k12.nh.us
Mealey, Bill	Superintendent, SAU #43	wmealey@sau43.k12.nh.us
Sargent, Howard	Sunapee EMD	howardsargent@verizon.net
Tuthill, John	Acworth Board of Selectman	jtuthill@sover.net
Von Ahnen, Bud	Charlestown Health Inspector	newburyhealth@aol.com
Whitford, Wayne	Newbury HO	wrrwhitford@aol.com
Wright, Bob	Sutton Select Board	triad@mcttelecom.com

Introduction / Progress to Date:

Jane Hubbard: Progress report

Update on POD Plans.

Committee Updates:

- Pod committees are to complete POD Drafts and finalize annexes.
- Sullivan County is working with Community Transit System Committee to involve non profits to assist with transportation such as United Way, churches, New London Council on Aging.
- Question for Mary Miller: Not all workers administering the vaccine will have had hepatitis B vaccination. Will there be a waiver to cover those who are not vaccinated?
NOTE: Spoke with Mary Miller. She indicated that once a public health emergency has been declared by the commissioner, all such requirements will be waived.

Commissioners meeting: Ed Gil de Rubio

- Sullivan County has taken a leadership role in regard to health hazard planning.
- Chris Pope, Director of Homeland Security and Emergency Planning for NH, voiced concerns regarding communication limitations in a state-wide health hazard. There will some restructuring regarding regions/counties in an effort to provide better communications. The strategy is too help in an overwhelming situation by having municipalities call county rather than state. Sheriff's offices have jurisdiction state-wide.

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- Sullivan County complex now has a generator that will run absolutely everything.
- The region has received phase II funding. The request was for \$45,000, and we received \$38,547.

Identify Additional Subcommittees:

Public Information/Community Forum

- Ed Gil de Rubio
- Mary Lynch
- Jacqui Guillette??
- Jane Hubbard
- Elaine Bussey, Director Connecticut Valley Home Care and Hospice agreed to help with volunteers.
- Tanya Wilke
- Representative from Eagle Times (Ed will make call)
- Radio New London
- Jessie Levine??
- Local NL op ed writer (Don will make call)

Community Forum

- We need 2 community forums before July 1st. The first will be in Newbury, Town of Newbury Family Emergency Preparedness Program, to be scheduled in May or June.
- Jane will put together a PowerPoint presentation for members to present to Lions, Rotaries and other public forums.
- We're looking for more volunteers. Please contact Ed, Sharon or Jane if you are interested or know of someone who may have an interest.
- Information Brochures are not yet available. Sharon will send an electronic version out to committee members.

WRAP UP

- Don Bent will attend POD meeting at Police Standards & Training.
- SAVE THE DATE: JUNE 21st Table Top Exercise 8:00 – 2:00
- New London POD meeting: April 3rd 1:00 – 3:00 New London Town Office, Sidney Crook Conference Room, 2nd floor
- Charlestown ACC walk-through April 3rd 2:00. Meet at Claremont Fire Station at 1:45

Next Meeting April 19th - Discussion will focus on Table Top Plans and Pandemic Influenza Plan.

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Greater Sullivan County All Hazard Health Region: Med. Surge Meeting

Date: March 5, 2007, Tuesday, 9 – 11 AM

Place: Claremont, Valley Regional Hospital

Attendees:

NAME	AFFILIATION	CONTACT
Bent, Don	HO, New London	dfbent@tds.net
Chase, Peter	Claremont Fire Chief	firechief@claremontnh.com
Henderson, Patti RN	Sullivan County Healthcare	phenderson@sullivancountynh.gov
Hubbard, Jane	Hubbard Consulting LLC	jhubb_99@yahoo.com
Lamb, Pete	Newport Fire Chief	newportfd@nhvt.net
Lockwood, Bonnie	McGrew Management, LLC	bonlockwood@yahoo.com
Rousseau, Heather	Valley Regional Hospital	heather.rousseau@vrh.org

1. Distribute/Review Draft Med Surge Plan
Discussion focused on the Med Surge Plan Draft. Please review the attached draft.
 2. Identify 2 Acute Care Centers – See Acute Care Center Rating System
*Claremont: Disnard Elementary School
Claremont Senior Center
NHCTC-Claremont
New London: Colby Sawyer College
Old Middle School (POD)
Elementary School*
 3. Identify two Neighborhood Emergency Help Centers (NEHC)
*Claremont: Disnard Elementary School
Claremont Senior Center
NHCTC-Claremont
New London: Colby Sawyer College
Old Middle School (POD)
Elementary School*
 4. Other Points of discussion:
 - Rehab hospitals – none in Sullivan County. Rehab hospitals include Concord, Keene, Portsmouth and Mt. Ascutney.
 - MCI trailer: Need to be familiar with what is available on the trailer and will get list from Sheriff Prozzo.
 - Tag system should be on the supply list.
 5. Set date for next sub-committee meeting which will include a walk-through of the suggested ACC facilities.
Suggested dates will be emailed.
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Greater Sullivan County All Hazard Health Region Meeting

Date: February 15, 2007, Tuesday, 9:30 – 11:30 AM

Place: Newport 14 Main Street, Remington Woodhull County Complex, 1st Floor Commissioners Conference Room

Attendees:

NAME	AFFILIATION	CONTACT
Bent, Donald F	New London HO	dfbent@tds.net
Bowman, Tonia	Acworth HO	toniabowman@hotmail.com
Chase, Peter S	Claremont Fire Chief/EMD	firechief@claremontnh.com
Cunningham, Steve	Croydon HO	croydonhealth@hotmail.com
DiPadova, Paddy	Community Health Inst Sr Consultant	Paddy_DiPadova@jsi.com
Guillette, Jacqui	Superintendent, SAU #6	jguillette@sau6.k12.nh.us
Hubbard, Jane	Hubbard Consulting LLC	jhubb_99@yahoo.com
Lamb, Pete	Newport Fire, EMD, EMA	newportfd@nhvt.net
Levine, Jessie	Administrator, Town of New London	townanmin@nl-nh.com
Lockwood, Bonnie	McGrew Management	bonlockwood@yahoo.com
Lynch, Mary	SAU 6 RM/Comish School	mlcornish@aol.com or mllynch@cornish.k12.nh.us
Mealey, Bill	Superintendent, SAU #43	wmealey@sau43.k12.nh.us
Perron, Tom	Sunapee FD	tkp@hitchcock.org
Prozzo, Mike	Sullivan County Sheriff	sheriff@nhvt.net
Sargent, Howard	Sunapee EMD	howardsargent@verizon.net
Von Ahnen, Bud	Charlestown Health Inspector	newburyhealth@aol.com
Whitford, Wayne	Newbury HO	wrwhitford@aol.com
Wright, Bob	Sutton Select Board	triad@mcttelecom.com

Meeting discussion:

Update on Phase II Funding: *Review Workplan*

Reviewed the Phase II Workplan with the discussion covering the following topics:

- Making information available to the public.
- The message must be coordinated, with all communities getting the same information.
- Ed has ordered 10,000 Self-Preparedness brochures and will distribute when they are received from Community Health Institute (CHI).
- All of Phase I must be complete by June 30th.

Community Emergency Response Team (CERT) overview: *Howard Sargent and Chief Lamb*

- Began with a start-up grant of \$10,000.
- Howard Sargent and Chief Lamb are coordinators for the 8 towns in the area who are participating. All members will be certified with basic first-aid and Red Cross training and traffic control. They are still looking for interested volunteers. The coordinators will meet with the EMDs to establish a council which will be federally sanctioned. They have had more than 50 individuals attend the meetings; many of those people are professionals. To be certified, volunteers must take a 20 hour training course and when complete will receive their safety pack

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- Towns currently participating include Newport, Goshen, Grantham, Croydon, New London, Sunapee, Springfield, Newbury.

Review Isolation and Quarantine Guidelines

- See document attached.

Medical Surge Planning

- There will be a 25-bed facility for New London and 25 bed for Valley Region. We will be using a template provided by the state, which should be available soon.

Wrap-up / Action Items

- Each POD/sub group will have 5 minutes at the beginning of each meeting to bring everyone up to date on their meetings/results.
- The facilities list is nearly complete and will be shared with everyone at the next meeting.
- Meeting schedule for the remainder of the year: **(Please mark your calendars.)**

March 19th

April 19th

May 27th

June 21st

July 19th

August 16th

September 20th

October 18th

November 15th

December 20th

MEETINGS WILL BE HELD IN THE NEWPORT NH 14 MAIN STREET - REMINGTON WOODHULL COUNTY COMPLEX FROM 9:30 – 11:30 UNLESS NOTIFIED OTHERWISE.

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Greater Sullivan County All Hazard Region: Sub-Committee Meeting

Date: January 30, 2007, Tuesday, 1 PM

**Place: Newport 14 Main Street, Remington Woodhull County Complex, 1st
Floor Commissioners Conference Room**

Attendees:

NAME	AFFILIATION	CONTACT
DiPadova, Paddy	Community Health Inst Sr Consultant	Paddy_DiPadova@jsi.com
Gil de Rubio, Ed	Sullivan County Manager	ed@nhvt.net
Rousseau, Heather	Valley Regional Hospital	Heather.Rousseau@vrh.org
Warning, Michael	New London EMD	csc@tds.net
Whitford, Wayne	Newbury HO	wrwhitford@aol.com

Mr. Warning left meeting just after he arrived.

Ms. DiPadova provided an overview of the NH State DHHS expectations from each AHHR for Phase II funding. The GSCAHR should be taking their self assessment and comparing it to the work plan, then updating the self assessment and forecasting where the self assessment plan should be at the end of December 2007. The sub committee members discussed risk communications and education, self-preparedness, volunteer management, contact with businesses to involve them in the process. The Phase II grant amount is \$20,000 for the non-competitive portion, and \$25,000 for the competitive plan. The state expects the budget submitted to be calculated on the full \$45,000. The sub committee members decided to contact Jane Hubbard to review the self assessment plan and provide an update on where the region stands; then have Jane assist with the work plan and Phase II application. It was discussed that excess funds from the Phase II, after working on the assessment and work plan, would be applied to cots and health supplies.

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Greater Sullivan County All Hazard Region: Sub-Committee Meeting

Date: Thursday, January 18, 2007 9:30 AM to 11:30 AM

Place: Remington Woodhull County Complex, 14 Main Street Newport NH, 1st Floor
Probate Court Room

Attendees:

NAME	AFFILIATION	CONTACT
Anderson, Frank	Town Lempster, EMD	
Brousseau, Heather	Valley Regional Hospital	
Chase, Peter S	Claremont Fire Chief/EMD	firechief@claremontnh.com
Cunningham, Steve	Croydon Health Officer	
Daniell, Courtney R.	UVLSRPC	
DiPadova, Paddy	Community Health Inst Sr Consultant	Paddy_DiPadova@jsi.com
Gil de Rubio, Ed	Sullivan County Manager	ed@nhvt.net
Henderson, Patti	SCHC RN/Infection Control	phenderson@sullivancountynh.c
Hubbard, Jane	Hubbard Consulting LLC	jhubb_99@yahoo.com
Lamb, Pete	Chief, Newport Fire/EMS/Health	
Lockwood, Bonnie	McGrew Management	bonlockwood@yahoo.com
Lynch, Mary	SAU 6 RM/Cornish School	milcornish@aol.com
Miller, Mary	St NH Comm Public Health Dir	mfmiller@dhhs.state.nh.us
Pollock, Bruce	American Red Cross	
Prozzo, Mike	High County Sheriff	sheriff@nhvt.net
Robertson, Stephen	Newton-Bartlett Undertaker	
Sargent, Howard	Sunapee EMD	howardsargent@verizon.net
Von Ahnen, Bub	Charlestown Health Inspector	
Warning, Michael	New London EMD	csc@tds.net
Whitford, Wayne	Newbury HO	wwhitford@aol.com
Wright, Bob	Sutton Select Board	triad@mcttelecom.com

Mr. Ed Gil de Rubio welcomed all.

Phase II Funding Update

Neil Twitchell and Mary Miller sent out information regarding grant money. Jane Hubbard is putting together All Hazard Plan. The Table Top exercise has to be done within 6 months.

Phase II funding: – region receiving \$27 thousand. They will receive an additional \$10,00 and up to \$25,000. The application is due Feb 9th. Jane will make suggestions in the application process.

Mary Miller said all requests for reverse 911 have been denied. If 10% of users used reverse 911 it would go down. It was suggested that the software could be housed out of one central office so each individual community would not overwhelm the state system. Rochester used it for floods and it was helpful. It is unlikely that we'll use pandemic funds but will look at other areas of funding.

The committee reviewed the Public Emergency Preparedness and Response for Sullivan County. Discussion focused on identifying a Regional Emergency Operations Center.

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Other items of discussion included:

Paddy DiPadova will be attending the Bidders conference; will relay information through a conference call.

Jane Hubbard will have met with all PODs by end of January. Mike Radke will be doing a walk through at the Charleston POD and one is scheduled for Claremont.

NEXT GSCAHC MEETING: FEBRUARY 15TH, 9:30 AM

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Greater Sullivan County All Hazard Region Committee

Date: December 27, 2006, Wednesday; 9:30 AM

**Place: Newport 14 Main Street, Remington Woodhull County Complex, 3rd
Floor Probate Court Room**

Attendees: Special Guest - NH State DHHS Commissioner John Stephen

NAME	AFFILIATION	CONTACT
Aldridge, Aaron	Argus Champion Staff Reporter	
Bent, Donald F	New London HO	dfbent@tds.net
Brill, Barbara N	Community Alliance Executive Dir	
Chase, Peter S	Claremont Fire Chief/EMD	firechief@claremontnh.com
Cooney, Mary Ann	NH State Public Health Director	
DiPadova, Paddy	Community Health Inst Sr Consultant	Paddy_DiPadova@jsi.com
Gil de Rubio, Ed	Sullivan County Manager	ed@nhvt.net
Henderson, Patti	SCHC RN/Infection Control	phenderson@sullivancountynh.gov
Hubbard, Jane	Hubbard Consulting LLC	jhubb_99@yahoo.com
Jarvis, Ethel	County Commissioner	jandearvis@mcgalaxy.com
Jones, Kevin	Lempster NH	
Lee, Richard	Croyden Police Chief	
Levengood, Bob	Wilmot Selectman/MD	blevengood@ispwest.com
Lockwood, Bonnie	McGrew Management	bonlockwood@yahoo.com
Lynch, Mary	SAU 6 RM/Cornish School	mllcornish@aol.com
Martin, Elizabeth	Eagle Times Reporter	
Miller, Mary	St NH Comm Public Health Dir	mfmiller@dhhs.state.nh.us
Prozzo, Mike	High County Sheriff	sheriff@nhvt.net
Puffer, Jan	Claremont Dist Office Public Health Nurse	jpuffer@dhhs.state.nh.us
Robertson, Stephen	Newton-Bartlett Undertaker	
Ross, Gregory W	W Cent Behav Hlth Svc-Dir Hospital & Comm Affrs	
Sargent, Howard	Sunapee EMD	howardsargent@verizon.net
Tremblay, Wilfred J	Newton-Bartlett Funeral Director	
Tuthill, John	Acworth Board of Selectman	jtuthill@sover.net
Von Ahnen, Bub	Charlestown Health Inspector	
Warning, Michael	New London EMD	csc@tds.net
Wheeler, Kent	New London Town Administrator	kent.wheeler@newlondonhospital.org
Whitford, Wayne	Newbury HO	wrrwhitford@aol.com
Wright, Bob	Sutton Select Board	triad@mcttelecom.com

All welcomed by Ed Gil de Rubio, County Manager.

Commissioner Stephen praised the effort to involve Sheriff Departments, County Attorneys and Administration and key town officials. He discussed the first round of funding for Pandemic Planning. 75% of the total was distributed to the 19 regions. The next round of funding will bring \$900,00 plus to communities. The state will spend \$6 million on medications, storage of medical supplies and legislation to

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determine who will receive the medicine. Commissioner Stephen encouraged everyone to visit the website www.dhhs.nh.gov, under Health News, select Pandemic Planning for information the state has provided.

Subjects raised during Q&A and taken by the Commissioner and Mary Cooney included:

- ☐ Homeland security Funds – How will they be distributed?
- ☐ Masks, or substitutes
- ☐ Standards of care
- ☐ Personal protection equipment

POD Committee Updates: Jane Hubbard, Hubbard Consulting LLC

Review draft Public Health Emergency Preparedness Response Plan

Every town was asked to complete Facilities and Communication Lists.

Jane Hubbard urged everyone to focus on the basics rather than be overwhelmed with the enormity of the task. She presented a draft of the plan and asked everyone to identify resources in their own communities and to think about methods of communication and chains of command.

PODS: Sullivan County Public Health Emergency Preparedness Response Plan

POD	POD	POD	POD
Claremont	Acworth	Croyden	Newbury
Unity	Charlestown	Goshen	New London
	Langdon	Lempster	Springfield
		Newport	Sunapee
			Sutton
			Wilmot

Jane will be meeting with the PODs separately. Some of the subjects raised in Q & A included:

- ☐ How will information be funneled?
- ☐ What about towns not located in Sullivan County?
- ☐ Look for "buildings of opportunity" in your community, such as, libraries, churches, halls, anyplace that could accommodate beds or provide a place for treatment and inoculations.

Phase II update was done by Mary Miller.

Mary Miller addressed some of the funding issues. She explained that towns without a health network will receive more funding than towns who have a network, since those towns already receive base funding.

Issues raised in Q&A and taken by Mary and Commissioner Stephen included:

- ☐ Funding – What can funds be used for?
- ☐ Identifying gaps in supplies approved through Homeland Security.

Next Meeting Date: January 18, 2006 9:30 AM Newport

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Greater Sullivan County All Hazard Region Committee

Date: November 16, 2006

**Place: Newport 14 Main Street, Remington Woodhull County Complex, 1st
Floor Jury Assembly Room**

Meeting convened at 9:30am.

Attendees: Ed Gil de Rubio, Mike Prozzo, Wayne Whitford, Peter Chase, Mary Liz Lynch, Bob Wright, Patti Henderson, Bob Von Ahnen, Pete Lamb, Paddy DiPadova, Rob O'Hannon, Donald Bent, Steven Cunningham, Mary Miller and Jane Hubbard.

Ed Gil de Rubio introduced the consultant that the Sub-Committee agreed to hire. Jane Hubbard of Hubbard Consulting LLC will be facilitating meetings, developing pandemic plans and conducting a tabletop exercise for the Committee.

Ed Gil de Rubio asked the committee members about meeting with Commissioner Stephens in December. The Committee agreed to meet on December 27, 2006 at 9:30, when Commissioner Stephens will attend the Committee Meeting. David Foote from UNH will also be invited to attend the meeting on the 27th. Ed also will invite a local newspaper reporter to attend.

Jane Hubbard presented the Pandemic Planning proposal and summarized the products to be produced and an estimated timeline for specific tasks to be completed. Jane also asked the Committee to identify Point of Dispensing (POD) sites. Four regional POD sites were identified. Jane will be emailing information to the primary point of contacts for these 4 sites. POD committee meetings will be scheduled in December. Finally, Jane distributed a community facilities list and communications list for the Committee members to complete for the December 27th meeting.

Future Greater Sullivan County All Hazard Region Committee meetings are scheduled for the third Thursday of every month at 9:30am, beginning January 18, 2007 thru May 17, 2007. Committee members were asked to send an alternate if they are unable to attend.

Meeting adjourned at 11:35

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Pandemic Preparedness Planning – Sub Committee

Date: Wednesday, Nov. 15th, 2006, 12:30 PM

Place: Newport 14 Main Street – 1st Floor Jury Assembly Room

Attendees:

Ed Gil de Rubio – *County Manager*

Peter S. Chase – *Claremont Fire Chief*

Pete Lamb – *Newport Fire Chief*

Donald Clarke – *County Commissioner*

Dr. Don Bent – *New London Health Officer*

Sheriff Michael Prozzo (arrived later)

Discussions: The group reviewed the applications of the two applicants to be interviewed today. The group then interviewed @ 1 p.m. – Lucinda Hogarty of Hampton CT/Newport NH and @ 2 p.m. Municipal Resources Inc. of Meredith NH

Action taken: The group decided of today's interviews Lucinda Hogarty's resume and interview was best. They discussed the differences pro's and con's of interviews of Jane Hubbard and Lucinda Hogarty. The group decided Jane Hubbard would best fit the need of the group and project. Mr. Gil de Rubio will contact Ms. Hubbard, and request she attend tomorrow's GSCAHC meeting.

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Pandemic Preparedness Planning – Sub Committee

Date: Tuesday, Nov. 14th, 2006, 9:00 AM

Place: Newport 14 Main Street – 3rd Floor Probate Court Room

Attendees:

Ed Gil de Rubio – *County Manager*

Pete Lamb – *Newport Fire Chief*

Dr. Don Bent – *New London Health Officer*

Donald Clarke – *County Commissioner*

Sheriff Michael Prozzo

Peter S. Chase – *Claremont Fire Chief*

Heather Rousseau – *Valley Regional Hospital*

Dr. Steven Cunningham – *Croydon Health Officer*

Discussions: Group discussed format of the interviews and qualifications of consultant they would be looking for. They reviewed the four applications received. The group conducted interviews of two applicants: 9:50 a.m. – Jane Hubbard of Hubbard Consulting of Andover NH and 10:30 a.m. Peter Dzewaltowski, Courtney Danielle and Jenny Devost of Upper Valley Lake Sunapee Regional Planning Commission.

Action taken: Group decided of the two applicants, Jane Hubbard's resume and interview was the best. They would conduct two more interviews tomorrow and decide from there.

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Pandemic Preparedness Planning – Full Committee

Date: Friday, October 13, 2006, 10 AM

Place: Newport 14 Main Street – 3rd Floor – Probate Court Room

Attendees:

Ed Gil de Rubio – *County Manager*
(No attendance sheet kept)

Discussions: Grant update provided; presentation by Wendy Dumais "What's next?"; reviewed the different work groups to create, which included: 1) medical surge, 2) risk communication, 3) isolation and quarantine, 4) POD, and 5) special populations...workgroup sign up sheet circulated; future plans discussed by David Foote; video conference dates noted.

Action taken: Commissioners Office will contact those that did not sign up or attend about the work groups to get participation.

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Pandemic Preparedness Planning – Sub Committee Meeting

Date: Friday, October 13, 2006, 9 AM

Place: Newport 14 Main Street – Commissioners Conference Room

Attendees:

Ed Gil de Rubio – *County Manager,*
(No attendance sheet kept)

Discussions: Sample RFQ discussed. A few recommendations provided. Advertising media avenues discussed.

Action taken: Will place ad in Concord Monitor, Eagle Times and Valley News. Will send RFQ to two individuals given.

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Pandemic Preparedness Planning – Point Of Contact Committee

Date: September 29, 2006, 10 AM

Place: Newport 14 Main Street – Commissioners Conference Room

Attendees:

Ed Gil de Rubio – *County Manager*, Mary Miller – *NH DHHS Program Specialist*,
Donald Bent – *New London H.O.*, Sharon Johnson-Callum – *Commissioners Office*

Discussions: Donald Bent attended the 9/19/06 NH State All Hazards Region POC meeting. He reviewed material discussed and distributed copies to Ed. Mary Miller discussed the material distributed. Plans made for material to distribute @ next meeting, what the agenda would be, and who would participate. Mary Miller discussed briefly what the on-line "SurveyMonkey" was about – this is an on-line survey form required by each region's All Hazards committees to complete, as requirement for funding.

Action taken: Mary and Ed will follow up with the three towns that have not submitted MOU's. Email will be sent to the committee with preliminary material and agenda for next meeting.

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Pandemic Preparedness Planning – Full Group

August 30, 2006 – Pandemic Preparedness Planning Workshop – Full Group

Place: Newport Probate Court Room 14 Main Street – 3rd Floor

Attendees:

Neil Twitchell – *NH State DHHS,*
Ed Gil de Rubio – *County Manager,*
Michael Prozzo – *County Sheriff,*
Pete Lamb – *Newport Fire Chief,*
Randi Peterson – *Springfield Fire Chief Secretary & Town Office Assistant,*
John Tuthill – *Acworth BOS,*
Bud Von Ahnen – *Charlestown,*
Peter Chase – *Claremont City F.C.,*
Heather Rousseau – *Valley Regional Manager of Infection Control/Utilization Review,*
Patti Henderson – *Sullivan County Health Care RN,*
William Mealey – *SAU 43 Supt.,*
Nancy St. Laurent – *BOEM Field Rep.,*
Mary Miller – *NH DHHS Program Specialist*
Jan Puffer – *DHHS Public Health Nurse*
Jeremy LaPlante – *BOEM Sullivan/Cheshire Field Rep.*
Dr. Levengood – *Wilmot Selectboard*
Michael Warning – *New London EMD*
Donald Bent – *New London H.O.*
Howard Sargent – *Sunapee EMD*
Donna Nashawaty – *Sunapee T.M*

Discussions: Group reviewed “*Pandemic Influenza Planning: Regional Self Assessment*” worksheet. They created the 15 page regional worksheet. Group decided on a formal name for the planning group:

- o “Greater Sullivan County All Hazards Region”

Action taken: Mr. Gil de Rubio will create and RFQ draft and reconvene the sub committee to review the draft and mail. Mr. LaPlante will provide a link to FEMA for the NIMS training site for the County to add to the County’s website.

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Pandemic Preparedness Planning – Sub Committee

Date: July 26, 2006 9 AM

Place: Newport Probate Court Room 14 Main Street – 3rd Floor

Attendees: Ed Gil de Rubio – *County Manager*,
Kent Wheeler – *New London Hospital*,
Michael Warning – *New London EMD*,
Donald F. Bent – *New London H.O.*,
Patti Henderson – *Sullivan County Health Care RN*,
Mary E. Lynch – *SAU 6/Cornish RN*,
Pete Lamb – *Newport Fire Chief/EM Co-Director*,
Fire Chief Peter S Chase – *Claremont City/EMD*,
Michael Prozzo – *County Sheriff*,
Jacqui Guillette – *SAU 6 Supt.*,
Steven Cunningham, O.D. – *Croydon H.O.*,
Jeremy LaPlante – *NH BEOM*,
Donald Clarke – *Sullivan County Commissioner*,
Ethel Jarvis – *Sullivan County Commissioner*,
Dr. Levengood – *Wilmot Selectboard*, Heather Rousseau – *Valley Regional*

Discussions: Reviewed the "Pandemic Preparedness Regional Planning Brief Guidelines For Planning Process" from Neil Twitchell and "Regional Pandemic Influenza Planning: Initial Proposal" - Project work plan activities, partners in project, name of agency, point of contact, budget

Actions: Mr. Gil de Rubio will complete grant application paperwork (work plan and budget) and submit to Neil Twitchell.

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Pandemic Preparedness Planning – Full Group

Date: July 12, 2006 9 AM

Place: Newport Probate Court Room 14 Main Street – 3rd Floor

Attendees:

Ed Gil de Rubio - *County Manager,*
Neil Twitchell - *NH State DHHS,*
John Tuthill - *Acworth BOS,*
Bud Von Ahnen - *Charlestown Health Officer,*
Peter Chase - *Claremont Fire Chief,*
Steve Cunningham - *Croydon H.O.,*
Dan O'Neill - *Newport T.M.,*
Pete Lamb - *Newport Fire Chief,*
Donna Nashawaty - *Sunapee T.M.,*
Howard Sargent - *Sunapee EMD,*
Donald Bent - *New London H.O.,*
Michael Warning - *New London,*
Jessie Levine - *New London T.A.,*
Bob Osgood - *Town of Grantham EMD,* Virginia Irwin - *NH Dept of Education,* Bob
Wright - *Sutton Selectman,*
Dr. Levengood - *Wilmot Selectman,*
William Mealey - *SAU 43 Supt.,*
Mary Liz Lynch - *SAU 6 RN,*
Bev Rodeschin - *Newport Selectman/State Delegate,*
Jim Carrick - *Goshen Selectman,*
Willis H Ballou - *Croydon EMD,*
Richard Lee - *Croydon Police Chief,*
Donald Clarke - *Sullivan County Commissioner,*
Ethel Jarvis - *Sullivan County Commissioner,*
Mary Miller - *DHHS Prog. Specialist,*
Scott Hagar - *Sullivan County DOC Supt.*
Larry Converse - *State Delegate*

Discussions: Introductions, review of MOU between DHHS/towns/County, planning
and technical assistant presentation, review of existing plans or draft
plans, Q&A, future planning

Actions: Formed subcommittee to discuss grant application paperwork
